

**SPECIAL MEETING
BOARD OF WATER COMMISSIONERS
(PUBLIC PARTICIPATION)**

**March 25, 2021
Assembly Room**

**3:25 p.m.
281 Lincoln Street
Manchester, NH**

Present: President William Trombly, Jr., Commissioner Linda Miccio, Clerk, Commissioner Danielle York, Comm. Judy Reardon, Commissioner Hal Sullivan, Commissioner Omer Beaudoin.

President Trombly calls the meeting to order. President Trombly calls for the Pledge of Allegiance. A moment of silence is observed. The Clerk calls the roll. There is a quorum present.

President Trombly advises that the purpose of the special meeting is to give residents of Manchester and the Water Works franchise the opportunity to address the Board on items of concern relative to public water supply; that each person will be given only one opportunity to speak, all comments shall be limited to three minutes and any comments must be directed to the President.

President Trombly requests that any resident wishing to speak come forward to the podium, clearly state their name and address when recognized, and give their comments.

President Trombly advises that if there was no one else present wishing to speak, a motion would be in order to take all comments under advisement and further to receive and file any written documentation presented.

President Trombly advises if there is no further business, a motion is in order to adjourn. With no further business, on MOTION by Comm. Miccio, seconded by Comm. Sullivan, the Board approved to adjourn the special meeting and move on to the regular meeting of the Board. A roll call was taken: Comm. Reardon – yes, Comm. Sullivan – yes, Comm. Beaudoin – yes, Comm. Miccio – yes, Comm. York – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

**MANCHESTER WATER WORKS
BOARD OF WATER COMMISSIONERS MEETING**

**March 25, 2021
Assembly Room**

**3:25 p.m.
281 Lincoln Street
Manchester, NH**

1. **Present:** President William Trombly, Jr., Commissioner Linda Miccio, Clerk, Commissioner Danielle York, Commissioner. Judy Reardon, Commissioner Hal Sullivan, Commissioner Omer Beaudoin.
2. President Trombly called the meeting to order at 3:25 p.m.

Due to COVID-19 Coronavirus Crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.
3. **The Clerk calls the roll.** There is a quorum present.
4. **Minutes** - Minutes of the February 25, 2021 meeting were approved on MOTION by Comm. York, seconded by Comm. Miccio. A roll call was taken: Comm. Reardon – yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. York – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, the motion carried

HRS

5. **Finance Committee Report for February** - Commissioner Reardon reviewed the February monthly invoices, advanced drafts, inter-departmental transfers and P-card payments amounting to \$598,064.95. She noted nothing out of the ordinary. The committee report was approved on MOTION by Comm. Reardon, seconded by Comm. Miccio. A roll call was taken: Comm. York – yes, Comm. Reardon – yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

6. **Director's Report** - Each Division Head presented their portion of the Director's Report to include monthly financials, personnel, reports from the Water Treatment and Supply, Watershed and Water Distribution Divisions.

- a. Financials - Deputy Director Lescault reported on the financials ending February 28, 2021.
- b. Personnel - Nathan Trask was selected to fill the open Public Service Worker II position. Nathan has extensive pipe work experience and is currently working for a private contractor that performs valve insertions. His start date will be early to mid-April upon completion of his background check.

We've received several in-house applications for the open Engineering Tech II position and are re-viewing the resumes.

There was one injury reported this month with no lost time. Employee slipped and fell on ice while walking down a driveway. Attached is the report.

There was one grievance filed this month. The aggrieved contend a change in working condition due to being asked to record arrival and departure times on their daily work order forms to appointments to customers. We are currently scheduling a pre-arbitration.

- c. Water Treatment and Supply Report – Deputy Director Miller briefed the Board on monthly activity concerning the Water Treatment and Supply Division. Topics included; progress and schedule of; Kimball Road Water Treatment Plant and Pump Station; Derryfield Pump Station improvements and upgrades; general treatment and supply activities.
- d. Watershed Report - Watershed Land & Property Manager O'Neil briefed the Board on monthly activity concerning the Watershed Division. Topics included; Watershed Patrol / Trails activity; real estate projects; watershed crew work; Timber Harvesting; other winter projects and events.
- e. Distribution Report – Director Croasdale briefed the Board on ongoing distribution activity in Deputy Director Chabot's absence.
- f. 2020 Annual Water Quality Report - The 2020 Annual Water Quality Report was reviewed. This report is required to be distributed to all of our customers each year. We fulfill the reporting requirement by making it available on our City website page and notifying the customers as such on their quarterly bills

7. **FY 2022 Annual Rent Review** - A summary of rental properties and lease agreements which we presently maintain were review by the board. The first two (2) rental properties are tenant-at-will and subject to annual review by the Board of Water Commissioners. Recently, in the past several years the rent increase has been 3%. The schedule shows proposed adjusted rent increases of 3%.

The tenant-at-will leases are defined as "lifetime" leases and are for land used for residential dwellings for the lifetime of the current tenants.

The rental properties and lease agreements which the MWW presently maintain was approved on MOTION by Comm. Sullivan, second by Comm. York. A roll call was taken: Comm. York – yes, Comm. Reardon – yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

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8. **Tower Hill Church Fellowship Picnics** - A Watershed Special Event Application for the Tower Hill Church was presented. They are requesting use of the picnic area at Lake Massabesic for their summer 2021 Church Socials to be held on Wednesday evenings from 6:00-8:00pm on July 7, 14, 21, 28 and August 4, 11, 18 and 25.

This has been an annual event by the Church, well received by the public with never an issue. The Church invites and feeds public visitors during these socials.

The request from the Tower Hill Church for use of the picnic area at Lake Massabesic for their summer 2021 Church Socials to be held on Wednesday evenings from 6:00-8:00pm on July 7, 14, 21, 28 and August 4, 11, 18 and 25 was approved on MOTION by Comm. Miccio, second by Comm. Reardon. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

9. **Contract with CDM Smith for Merrimack River Water Treatment Plant Contract Administration** – The Board reviewed Amendment #5 to Agreement between Owner (MWW) and Engineer (CDM Smith) for Professional Services for Construction Phase Engineering Services for the Kimball Road Water Treatment Plant and Raw Water Pumping Station from CDM Smith. The proposal is similar to that of our preliminary and final design proposals with CDM Smith.

A MOTION to approve Amendment #5 to Agreement Between Owner (MWW) and Engineer (CDM Smith) for Professional Services for Construction Phase Engineering Services at a cost not to exceed \$3,350,000 was approved by Comm. Sullivan, second by Comm. Miccio. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

10. **'Round the Res' Tower Hill 5 Miler Contract** - Based on the success of the first year, and our hope to continue this annual event to raise money for the Youth Education Program, we are recommending the Board approve a contract with Total Image Running for the 2021 event. The proposed cost is \$1,800 plus an additional \$250 for the PA system. This represents no increase over the prior year proposal. The event is to be held on Saturday, October 23rd.

Due to the pandemic, the 2020 event was held virtually, resulting in a payment of only \$1,000 to the timing company. We had enough virtual participants to cover the cost of the event, but did not make a profit. We are optimistic that this fall will look differently and we will be able to host the event in person, drawing enough of a crowd to make a small impact to the Spring, 2022 Youth Education Program expenses. In the event the pandemic does not allow for this event to be held in person, we will have the option to cancel or switch to a virtual event.

A MOTION to approve the contract in the amount of \$2,050 with Total Image Running for the 3rd Annual 'Round the Res' Tower Hill 5 Miler was approved by Comm. Miccio, second by Comm. York. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

11. **Derry Trail Riders** - A Watershed Special Event Application for the Derry Trail Riders to have a Trail ride on the fire roads at the Maze and Tower Hill Pond on May 16th was presented.

A MOTION was approved for the event request from Derry Trail Riders for May 16th by Comm. York, second by Comm. Miccio. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

12. **Tabled Item – Event Request, NH 10 Miler** - The Board removed the item from the table on MOTION by Comm. Miccio, second by Comm. York. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

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This is an annual event held by Millennium Running that starts and finishes at the Front Park.

At our November 19, 2020 Board of Water Commissioners meeting, Mr. Mortimer spoke with the Board about his operation and the event he is proposing on the Watershed. The Board, MWW Staff, and Mr. Mortimer determined an agreement would be reached to ensure he was operating under the requirements of the "Application for Organized Use of Watershed Property".

Since then, we have reached an agreement with Mr. Mortimer and he is increasing his donation to the MWW Youth Education Program to ensure he meets the established Watershed Event criteria.

A MOTION was approved for Millennium Running's event request for the New Hampshire 10 Miler on August 28, 2021 for the agreed upon contribution to MWW's Youth Education Program of \$2,500 by Comm. Sullivan, second by Comm. Miccio. A roll call was taken: Comm. York – yes, Comm. Reardon – no, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being a majority vote in favor, motion carries.

Tabled Item – Request for Memorial Bench - The Board removed the item from the table. Receive and file the request and notify the requestor they will be added to the waiting list on MOTION by Comm. York, second by Comm. Miccio. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

13. **Non-Public Session** – None.

14. **Report of Committees** – Comm. Miccio reported on the proposed changes to the Rules and Regulations manual, which were approved on MOTION by Comm. Reardon, second by Danielle York. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

Updating SOP #31 Watershed Memorial Policy was reported on by Comm. Miccio and was approved on MOTION by Comm. Miccio, second by Comm. York. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, motion carries.

15. **New Business – Election of Pro-Tem President** - Excerpt from Operating Rules of the Board of Water Commissioners:

The Commission shall annually, at its December meeting, elect by majority vote a President pro tem to preside until the first meeting in January. The Commission shall annually, at its January meeting, elect by majority vote the following officers of the Board:

President of the Board of Water Commissioners

The President of the Board of Water Commissioners shall preside at all regular and special meetings of the Board and shall be deemed the Chief Executive Officer of the Commission with all the necessary powers and authority to carry out the directives and votes of the Commission. The President shall sign all contracts.

Clerk of the Board of Water Commissioners

The Clerk of the Board of Water Commissioners shall be in charge of the minutes of all meetings, regular or special, and shall further act as parliamentarian in advising the Board and perform such other functions as are prescribed to him by the President. The Clerk shall act in the absence of the President.

Because of the timing of our Commissioners that were held over from December to March, the Pro-Tem President and Clerk are required to be voted on once again.

AKS

Because of the timing of our Commissioners that were held over from December to March, the Pro-Tem President and Clerk are required to be voted on once again.

Comm. Danielle York was nominated for Pro-Tem President by Comm. Sullivan. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

Comm. Sullivan was nominated for Pro-Tem Clerk by Comm. York. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

Director Croasdale thanked President Trombly and Clerk Miccio for their time and dedication to the Board of Water Commissioners over the past six years. He also welcomed and introduced the two incoming Board members. Gary Hamer and Craig Brown.

16. **Adjournment** - If there is no further business, a motion is in order to adjourn. On MOTION by Comm. Miccio, seconded by Comm. York, the meeting was adjourned at 5:14 p.m. A roll call was taken: Comm. York – yes, Comm. Reardon - yes, Comm. Sullivan – yes, Comm. Miccio – yes, Comm. Beaudoin – yes, Pres. Trombly – yes. There being none opposed, the motion carried.

Respectfully submitted,

 4/22/21

Hal Sullivan
Clerk